

MAR 1979

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MEMORANDUM FOR: Deputy Director for Administration
FROM : [REDACTED]
Acting Director of Personnel
SUBJECT : Office of Personnel Report --
Week Ending 28 February 1979

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1. Classification and Compensation Society Meeting:
[REDACTED] of the Plans
and Review Staff attended the Classification and
Compensation Society meeting on 26 February 1979. The
subject was Civil Service Reform: Performance Appraisal
and Merit Pay. Presentations were made by four speakers
from the Merit Pay Task Force of the Office of Personnel
Management (OPM). During the same visit, they previewed
a slide presentation at OPM on the Senior Executive Service.
(U/AIUO)

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2. Minority Recruitment: The [REDACTED] Recruit-
ment Office recruiter, [REDACTED], attended the Career
Expo '79, a minority career employment conference for college
and university students in the Boston area on 15 and 16
February 1979. Joy was accompanied to the latter by [REDACTED], 25X1A

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[REDACTED] Representatives from 65
organizations were available to talk to interested students
in the Copley Plaza Hotel Ballroom on the first day of the
conference. We were fortunate enough to have a strategically
located display table and a generous supply of handouts.
Nearly 300 students attended the program and a large percent
of these students stopped by the Agency's display. The
following day was devoted to sign-up interviews. Thirteen
long forms and countless resumes were given out over the two-
day period. Three CT/DDO, five NFAC, and three DDA candidates
looked particularly promising to our four representatives
and were given forms, but circumstances did not permit

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Original CL BY 012963
Review on 1 March 1985

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reasonably in-depth interviews; when the forms are received 25X1A and reviewed, some may be referred to out [REDACTED] Recruiter, [REDACTED] for follow-up discussions and test scheduling. (U)

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3. Recruitment Office: The General Services 25X1A Administration in [REDACTED] has informed us that the [REDACTED]

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[REDACTED] now under construction will not be available for occupancy until August or September. We had been planning to open our new recruitment office in that building in June of this year, as the building originally was to be ready for occupancy in February. Temporary space, though, has been

made available to us in [REDACTED], a federally leased building located in downtown [REDACTED] and relatively near the site of the [REDACTED]. The acquisition of the temporary office space will enable us to proceed on schedule. (U/AIUO) 25X1A 25X1A

4. External Placement: We have been advised that one of the clients of the Retirement Counseling and Employee Assistance Branch, a former contract employee with the Operations Directorate, has been selected as the Personal Aide to the President of Stokely-Van Camp, Inc. in Indianapolis, Indiana. This lead originated in September 1978 as the result of telephonic contact between Stokely-Van Camp and the Retirement Counseling and Employee Assistance Branch representative. This case points out that industry, in many instances, takes several months before making a final decision on certain positions. (U/AIUO)

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5. Voluntary Investment Plan: The Office of Finance accountant supporting the Voluntary Investment Plan (VIP) indicates that due to the large number of Agency VIP-participant employees who retired last month and withdrew money from their VIP accounts the Income Fund, for the first time, had more money coming out than was going into the Fund. (U)

6. Household Effects from [REDACTED] has received approximately 20 lift vans of varying sizes which contain household effects belonging to employees evacuated from [REDACTED]. They have been instructed to forward these effects to the Washington area consigned to [REDACTED]. Central Processing Branch will coordinate with [REDACTED] on any problems which may arise regarding customs clearance or other related matters once the household effects arrive.

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In addition, three lots of effects have been forwarded to the [REDACTED] from [REDACTED] for movement to the United States. (S)

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7. Suggestion Awards Program: The Office of Logistics printing personnel completed assembly and printing of the updated issue of the Suggestion and Achievements Awards Program Handbook. Handbooks were distributed to Committee Members, Alternates, Coordinators and Technical Advisors. (U)

8. Ash Wednesday Services: Ash Wednesday Lenten Services were held in the auditorium. Father John Hughes, St. Luke's Catholic Church, McLean, conducted Catholic Services beginning at 11:00 a.m. and the Reverend Douglas Langholz, Holy Trinity Lutheran Church, Falls Church, conducted Protestant Services beginning at 12:30 p.m. (U)

9. Rehired Annuitants: See attached report. (U/AIUO)

COMING EVENTS:

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(1) Supergrade Factor Evaluation System: Administrative arrangements for the workshop at [REDACTED] [REDACTED] on the test and validation of the Supergrade Factor Evaluation System have been completed. Six senior officials from the Support Directorate will participate on 6-7 March 1979. (C)

(2) APP: Continue with APP Analysis. (U/AIUO)

(3) The Suggestion and Achievement Award Office: The Suggestion and Achievement Award Office is moving from room 1001 to room 915 Ames Building on 1 March 1979. Their phone extension remains 2086. (U/AIUO)

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Distribution:

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EA-D/Pers/ [REDACTED] :dmw (1 Mar 79)

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WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (21-27 February 1979)

The following rehired civilian annuitant case was approved for extension by the Deputy Director for Administration:

STATINTL
DDA

- [REDACTED] - Independent Contractor, Office of Logistics, six-month extension.

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